



## MEMORANDUM

**TO:** Superintendents and Charter School Sponsors

**FROM:** Melissa K. Ambre, Director  
Office of School Finance

**DATE:** April 9, 2010

**SUBJECT:** Third DOE-ME Membership Report count for all Corporations and Charter Schools

IC 20-43-4 requires school corporations to submit three membership counts each school year. The third count for the 2009-2010 school year is Monday, May 3, 2010. This is a membership count only (no Voc30A count), and is submitted through the Application Center on the DOE-ME report. Please be sure your building level personnel and technology area are aware of this count.

The data layout for this submission may be found at the following Web address:

[www.doe.state.in.us/stn/Sections/ME/Membership.html](http://www.doe.state.in.us/stn/Sections/ME/Membership.html). This layout document contains valuable information on each ADM type and should be used as reference to assure all students you are eligible to count are included in your count. The timeframe for the submission of this data is between May 3, 2010, and May 14, 2010. The sign-off period will run from May 14, 2010, 8:00 a.m. until midnight on May 21, 2010. You are required to print, sign and mail us a hard copy of your corporation's report. The printable view option that contains signature lines will not be available to schools until the end of the conflict resolution/cleanup period.

The DOE-ME Membership Report data layout link is a good source of information related to student counts. Please refer to that for other membership questions, or call 317-232-0840, if you have questions.